

M

TAB

TAB

TAB

RECORD OF NEGOTIATIONS (Nonappropriated Funds)

For use of this form, see AR 215-4; the proponent agency is DCSPER

1. CONTRACT OR OTHER IDENTIFYING NUMBER

2. DESCRIPTION OF SUPPLIES OR SERVICES *(Include total value of contract.)*

3. THIS REPORT IS A SUMMARY OF NEGOTIATIONS AND SHALL INCLUDE AS A MINIMUM THE FOLLOWING DATA:

a. NUMBER OF SOURCES SOLICITED _____ *(If only one source solicited, state justification in Item 6 below.)*b. NUMBER OF OFFERS RECEIVED _____ *(List name of each source contacted, quotations received and delivery dates in Item 4 below.)*c. AWARD MADE TO LOWEST OFFEROR ____ YES ____ NO *(If "No", explain in Item 4 below.)*4. NARRATIVE SUMMARY OF NEGOTIATIONS *(Use reverse, if necessary.)*5. PRICE REASONABLENESS BASED ON *(Check one or more and, if "adequate competition" is not checked, include verification details in "Remarks" paragraph below.)*

____ a. Adequate Competition

____ b. Comparison with Previous Purchase of Same or Similar Item

____ c. Catalog/Published Price List/Advertisement

____ d. Value Analysis by Buyer

____ e. Buyer's Personal Knowledge of Item

____ f. Remarks

6. REASON FOR SOLICITING ONLY ONE SOURCE

7. I HAVE DETERMINED THAT _____

*(Name of Proposed Contractor)*IS RESPONSIBLE TO SUCCESSFULLY COMPLETE THE PROPOSED CONTRACT BECAUSE *(Cite reasons.)*

8. TYPED NAME OF BUYER

9. SIGNATURE

10. DATE

11. TYPED NAME OF CONTRACTING OFFICER

12. SIGNATURE

13. DATE